

MINUTES OF MEETING
NORTH SPRINGS IMPROVEMENT DISTRICT

The regular meeting of the Board of Supervisors of the North Springs Improvement District was held Wednesday, June 1, 2016 at 5:00 p.m. in the district office, 9700 N.W. 52nd Street, Coral Springs, Florida.

Present and constituting a quorum were:

Mark Capwell	President
Vincent Morretti	Secretary
Alen Hsu	Assistant Secretary

Also present were:

Doug Hyche	District Manager
Dennis Lyles	District Counsel
Rod Colon	Director of Operations
Dave Green	District Engineer
Brenda Richard	District Clerk
Jillian Schertzer	NSID
Donna Holiday	GMS-South Florida, LLC
Marc Grace	Keefe McCullough

The following is a summary of the minutes and actions taken at the June 1, 2016 meeting.
A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hyche called the meeting to order at 5:00 p.m.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Ms. Richard being a notary public of the State of Florida administered the oath of office to the newly elected supervisors.

B. Election of Officers – Resolution 2016-06

Mr. Lyles stated having been elected as supervisors under our process and procedures it is now required that you elect a slate of officers

Mr. Capwell nominated a slate of officers as follows: Mr. Capwell as president, Mr. Morretti as secretary and Mr. Hsu as assistant secretary and Mr. Hsu seconded the nomination and there being no further nominations the slate of officers were elected.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the April 6, 2016 Meeting

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor the minutes of the April 6, 2016 meeting were approved.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisors Requests

There being none, the next item followed.

FIFTH ORDER OF BUSINESS

Presentation and Acceptance of the Financial Audit for Fiscal Year 2015

Mr. Grace gave an overview of the fiscal year 2015 audit, copy of which was provided as part of the agenda package.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor the fiscal year 2015 audit was accepted and staff authorized to transmit the final audit to the State of Florida.

SIXTH ORDER OF BUSINESS

Appointment of Audit Selection Committee

Mr. Hyche stated every three years we go through the process of selecting an auditor and we ask that you select a committee.

Mr. Colon stated the last time the members of the committee were myself, Mr. Hyche and Ms. Richard.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor Mr. Colon, Mr. Hyche and Ms. Richard were appointed to serve as the audit selection committee.

Mr. Lyles stated we took care of the principal officers of the district through the motion that was passed but we also have a series of staff people who hold offices and Resolution 2016-06 will have the three of you in the offices that you approved and the rest of the staff as treasurer and assistant treasurer and that will be your entire set of officers going forward until you see fit to make a change.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor Resolution 2016-06 was adopted reflecting the following officers: Mark Capwell president, Vincent Morretti secretary, Alen Hsu assistant secretary, Jacqueline Chin-Kidd treasurer, James D. Hyche assistant treasurer and Rodney E. Colon assistant treasurer.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2016-07 Approving the Proposed General Fund and Debt Service Budgets for Fiscal Year 2017 and Setting the Public Hearing

Mr. Hyche stated Resolution 2016-07 approves the general fund and debt service budgets for fiscal year 2017 and sets a public hearing.

Ms. Richard stated the last two years we had to reset the budget hearing for September due to Broward County requirements and I set the public hearing for September 14, 2016.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor Resolution 2016-07 approving the proposed fiscal year 2017 general fund budget and setting a public hearing for September 14, 2016 at 5:00 p.m. was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Manager

I. Consideration of Proposal for Engineering Services Relating to the Amendment to Legal Description of District Boundaries

Mr. Colon stated two years ago the governor signed HB 969 that increased the boundaries of the district and we recently discovered there was an error in the legal description of the boundaries. We have a proposal from an engineering firm we have worked with before to correct the legal description.

Mr. Lyles stated our boundaries are established by the Florida Legislature and our boundaries increased through a series of parcels essentially in the Wedge area that had asked to come into the district and for us to do the infrastructure program. We prepared the special act, went to the Broward Delegation, had a special bill processed it through the Florida Legislature. Several independent areas were involved and the complexity of the matter apparently caused some engineering problems, we had an engineering firm and surveyor give us the boundaries of the district with the annexed property within it and there was an error; there was a single parcel included that should not have been. We are characterizing this as a scrivener's error, it is an engineering exercise, the bill uses an exhibit prepared by an engineering firm with the boundaries to create the new boundaries. We need to carve it out of the district and once we have this legal description prepared then we as your counsel will go through the Delegation, file a bill, have it processed in Tallahassee and the Legislature will hopefully quickly without comment approve a new amending special act that will correct the boundary. It won't be completed until next spring. It should be routine and not interfere with anything we are trying to do now and the spring.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor the proposal from Winningham & Fradley in the amount of \$25,500 to prepare a legal description related to amendment of the district boundaries was approved and staff was directed to seek reimbursement from the firm that prepared it previously.

2. Change Order No. 2 for RFP 2014-05 AMR Metering System Project for a Net Increase of \$163,256.19

Mr. Colon stated the board previously approved a change order for this company and the contractor had subtracted the retainage that should have been part of the change order and this change order is for the retainage.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor change order no. 2 for RFP 2014-05 AMR Metering System project for a net increase of \$163,256.19 was approved.

3. Consideration of the Vacant Land Contract and First Amendment with TLH Sabra2, LLC

Mr. Colon stated before you is a contract to purchase the property for \$4 million by TLH Sabra2, LLC. This is the only offer I have received at this time and is a relatively good profit. We purchased the property for \$2.6 million.

Mr. Capwell asked have you approached the bigger builders?

Mr. Colon stated no one else submitted an offer.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor the vacant land contract for the plant site with TLH Sabra2, LLC in the amount of \$4 million was approved.

Mr. Hyche stated earlier today I received a letter from David Gray who resigned his position on the board at the time the letter was submitted.

Mr. Lyles stated because we have had an election today his term was expiring in any event it is an unusual situation it is not necessary for you to take it up because the term had expired on the other hand it is normal practice when an elected official submits a resignation you should close the loop on the issue.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor David Gray's resignation was accepted.

B. Attorney

I. Special Warranty Deed Transfer of a Portion of University Drive to the City of Parkland

Mr. Lyles stated in your package is a form of special warranty deed that my office has prepared in favor of the City of Parkland to transfer a portion of University Drive. They are in agreement with the form, they think the legal correctly expresses the property, they would like to look a little further at the title work. In order to keep it moving along and we expect the title work will be fine we believe we can put this instrument in its present form with the legal description attached to transfer that portion of University Drive in question to the City of Parkland and let them take jurisdiction and maintenance responsibility for that.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor a special warranty deed transferring a portion of University Drive to the City of Parkland was approved for execution on behalf of the district.

C. Engineer

I. Work Authorization No. 233 Master Engineer's Report for Water Management Improvements in Four Seasons Unit Area for Public Assessable Improvements in Four Seasons Assessment Area, a Water Control Improvement Plan and Supplements to the Master Engineer's Reports for a Lump Sum Amount Not to Exceed \$77,578

Mr. Green outlined the work to be undertaken by the work authorization and stated that it will be paid for out of future bond proceeds.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor work authorization no. 233 was approved.

II. Project Status Report

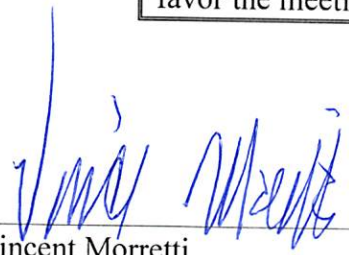
A copy of the project status report was included as part of the agenda package.

NINTH ORDER OF BUSINESS


Approval of Financials and Check Registers

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor the financials and check registers were approved.

On MOTION by Mr. Capwell seconded by Mr. Hsu with all in favor the meeting adjourned at 5:30 p.m.



Vincent Morretti
Secretary



Mark Capwell
President